

(Revised June 24,1998)

Monthly Floor Pollution Prevention/Recycling Survey

EPA's P2 Challenge

Floor _____ Month _____ Survey Team _____ Date _____

Floor Data	9th	10th	11th	12th	13th	14th	15th	16th(**)	Tot
- # cubicles/offices	<u>85</u>	<u>205</u>	<u>211</u>	<u>208</u>	<u>177</u>	<u>174</u>	<u>213</u>	<u>101</u>	1374
- # conference rooms	<u>8</u>	<u>6</u>	<u>5</u>	<u>6</u>	<u>5</u>	<u>5</u>	<u>6</u>	<u>3</u>	44
- # bathrooms	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	48
- # personnel(total)	<u>66</u>	<u>185</u>	<u>189</u>	<u>172</u>	<u>126</u>	<u>152</u>	<u>185</u>	<u>81</u>	1156
- # FAX	<u>4</u>	<u>5</u>	<u>4</u>	<u>7</u>	<u>5</u>	<u>9</u>	<u>6</u>	<u>4</u>	44
- # printers(LAN)	<u>5</u>	<u>10</u>	<u>8</u>	<u>10</u>	<u>9</u>	<u>14</u>	<u>8</u>	<u>12*</u>	76
- # copiers	<u>4</u>	<u>5</u>	<u>4</u>	<u>7</u>	<u>4</u>	<u>7</u>	<u>7</u>	<u>5</u>	43
- # file rooms	<u>2</u>	<u>2</u>	<u>2</u>	<u>7</u>	<u>2</u>	<u>7</u>	<u>5</u>	<u>5</u>	32
- # break rooms	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	8

* Two Lan servers on this floor. ** includes CID/OIG/ but not Investigations or SESD area.

Energy Measures

Workday*	#on&vacant	% on	Points
Cubicle/office Lighting	_____	___ x 1	
Monitors	_____	___ x 1	
Conference Rm Lights	_____	___ x 1/10	
File/Break Rm Lights	_____	___ x 1/10	

*Measurement will be a count during workday between 11 and 1. Cubicle lighting, monitors and rooms with lights on and no one present will be counted.(only rooms with light switches like conference/break/file) Personnel data will be used to compute % of monitors on. Note we will not be addressing plug loads at this time.

End of Day*	#on	% on	Points
Cubicle/office lighting	_____	___ x 1	
Bathroom lights	_____	___ x 1/10	
Conference rooms	_____	___ x 1/2	
computers	_____	___ x 1	
copiers	_____	___ x 1/10	
printers	_____	___ x 1/10	
file rooms	_____	___ x 1/10	

Total Energy Points _____

*Measurement will be after hours between 5:45 and 6:30. Lights/other energy devices will be counted. Consideration of cleaning impacts will be made. Floor personnel figures will be used to compute % on computers on.

Waste Measures

Workday	Parameter	Data	Points
Reduce/reuse Measures*			
Paper usage	Paper/person/month	Reams x 1	_____
Header usage	# Sheets/number of Persons	% x 1	_____
Blank pages	# in recycle bin/persons	% x 1	_____
Two sided copies	# copiers can't copy	% x 1/5	_____
Reuse on Faxes	# without headers	% x 1/5	_____
Reuse Trays	# P/C areas without Container%	x 1/5	_____
Total Reduce/Reuse Points			_____

Recycling Measures*

Ind. Recycle Containers	# incorrectly used	% x 1	_____
Recycle Setup in P/C	# lacking labeled cont	% x 1	_____
Floor Recycle area	Label and set up	def. x 5	_____
Potential deficiencies(def.)			
- Segregated White paper			
- Cardboard area			
- designated trash areas			
- labeled reuse area			
- Floor Recycling coordinator identified			

Total Recycling Points _____

*Measurement will be during the workday. Paper will be tracked on monthly basis by Facilities. Header and blank pages will be by counts at recycle bins next to LAN Printers collected at 11 to 1pm survey time. On survey day we will visit each Lan Printer and pick up sample. Reuse trays must be labeled for headers and blank pages

Total Waste and Energy Points _____